

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R3-6

2. Reason for Submission

☐ Reassignment
☐ Reassignment
Explanation (Show any positions released)

3. Service

☒ New ☐ Detail ☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Status Required

☐ Yes ☒ No

9. Subject to IA Act?

☒ Yes ☐ No

10. Position Status

☒ Continuing
☐ Exempt (Specify)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Seniority

☒ Senior
☐ Junior
☐ 2-Branch
☐ 4-Senior

13. Comparing Level C.

14. Agency Use

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Organizational Code | Grade | Initials | Date |
|---|----------------------------|----------|---------------------|-------|----------|----------|
| a. Civil Service Commission | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Bureau | | | | | | |
| d. Field Office | Animal Caretaker | WG | 5048 | 2 | BS | 11/24/73 |
| e. Recommended by Supervisor or Initiating Office | Animal Caretaker | WG | 5048 | 2 | | |

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if necessary, specify)

18. Department, Agency or Establishment

Department of Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification Job Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformance with standards published by the Civil Service Commission or, if no published standards apply, directly consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Bonita B. Schires
Classification Officer

Signature

Date

Bonita B. Schires

11/24/73

22. Standards Used in Classifying/Grading Position

Standard Position Description R3-6
Job Grading Standard for WG-5048, TS-38
dated 5/73

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (see attached)

Introduction:

This position is located at a National Fish Hatchery and performs work related to the production and care of fish. Typical, though not all Inclusive duties include:

A. MAJOR DUTIES:

- Performs specifically assigned tasks related to the care of eggs, fry, and fish throughout the rearing and distribution or tagging.
- Operates various equipment such as gates, pumps, valves, filters and sterilizers to regulate water quantity and quality.
- Cleans ponds, tanks and equipment;
- Loads and unloads materials or supplies; and may perform general maintenance activities such as mowing, trimming shrubs, or minor repair work requiring only moderate skill In use of simple power and or hand tools.

B. SKILL AND KNOWLEDGE:

- Ability to follow written and oral Instructions.
- Ability to operate fish culture equipment and basic tools and equipment for grounds maintenance.

C. RESPONSIBILITY:

Duties will be performed according to specific instructions. Work Is regularly checked by supervisor to see that instructions have been followed.

D. PHYSICAL EFFORT:

Prolonged standing, walking, stooping, bending and climbing are required as well as lifting and carrying. Items up to 20 pounds are frequently lifted and objects weighing fifty pounds or more are handled occasionally.

E. WORK ENVIRONMENT:

Work Is done in and around running water both Inside and out in all kinds of weather. A variety of protective and safety gear such as coveralls, aprons, rubber clothing, safety shoes, goggles and gloves are frequently worn.

A condition of employment is the wearing of the official U. S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.